

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12-69

OPEN TO: US Citizen Eligible Family Members (USEFMs)

POSITION: Human Rights Vetting Assistant

OPENING DATE: July 26, 2012

CLOSING DATE: August 8, 2012

WORK HOURS: Part-time position (20 hours work week each)

SALARY: *EFM: (Position Grade: FP-07)

The U.S. Embassy in Amman is seeking an individual for the position of Human Rights Vetting Assistant in the Political Section.

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

BASIC FUNCTION OF POSITION

The incumbent will serve as the point of contact within the Mission for Leahy vetting and assist the overall Leahy vetting coordinator, the Political-Military Officer on related matters. Duties will include processing vetting requests, maintaining a turnaround time of roughly three weeks and tracking vetting in a data base; notifying offices when clearances are received; and working closely with various Embassy officers to ensure that proper vetting procedures are followed. The incumbent will also take appropriate action with authorities if derogatory information is received. Additional responsibilities will entail occasional administrative assistance to the Regional Security Office's Anti-Terrorism Assistance Program.

QUALIFICATIONS REQUIRED:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation

1. Associate's degree or two years of college in humanities, liberal arts, information technology, or social sciences is required.
2. One (1) year verifiable office administrative experience or experience in government office administrative work is required.
3. Must be fluent in English (level 4) written and spoken.
4. Must be computer literate with working knowledge of Microsoft applications including Excel, Word, and Outlook. Must be able to manage large databases and have outstanding customer service skills to assist Embassy employees with problems and issues. Coordination with multiple offices to include the Pol-Mil Officer, Consular, Leahy Office in Washington and the requesting office is required. The ability to learn new computer software and programs is required.
5. Must be able to obtain and retain a Top Secret clearance.

SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.
7. Per Post Management Policy number 31, we only welcome applications when the Eligible Family Member Applicant is within 30 days of arrival.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174) or
2. A current resume or curriculum vitae that provides the same information as the DS-174, and
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>.

SUBMIT APPLICATION TO:

Human Resources Office

Applications can be submitted electronically through AmmanEmployment@state.gov.

DEFINITIONS:

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: August 8, 2012

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.